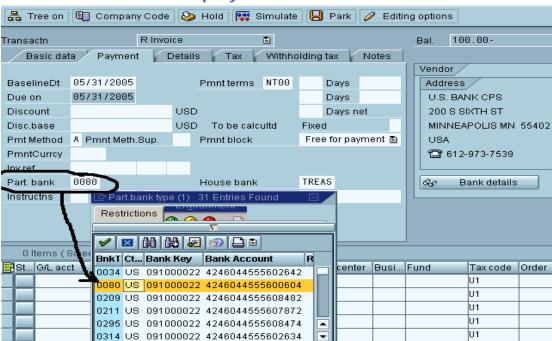
The instructions include solutions for payment of the purchases in two distinct fashions. They are designed to allow agencies either to pay for as many items as possible out of current year funding and appropriations or to wait and pay all of the open items as Y vouchers.

The P-Card Program billing cycle for June 16, 20XX - July 15, 20XX crosses fiscal years. Agencies participating in the P-Card Program will have two options in processing the June/July 20XX payment.

- 1. Agencies can elect to do nothing before the June 30, 20XX fiscal year-end. When the June/July 20XX billing invoice is parked, agencies will have to reduce the invoice by the amounts attributed to FYXX (June 16-June 30 20XX) activity and process a separate FB60 Direct Invoice as a Y-Voucher. Agencies must follow Y-Voucher instructions when processing this payment. The remaining portion of the June/July 20XX billing invoice attributed to FYXX (July 1- July 15 20XX) activity should be posted and FYXX appropriation and funding will be used.
- 2. Agencies can elect to pay for the June FYXX half of the billing cycle from FYXX appropriation and funding. On or about June 30, Agencies can go to the US BANK website at: <a href="https://access.usbank.com/">https://access.usbank.com/</a> and download agency spending activity for the month of June 20XX. Based upon the transaction postings, agencies can process an FB60 Direct Invoice to US BANK for the FYXX (June 16 June 30 20XX) activity. The payment would be paid from FYXX appropriation and use FYXX funding. On or after July 15, when the June/July 20XX billing invoice is posted, agencies will have to reduce the invoice by the amount previously paid for FYXX and by any remaining unpaid FYXX transactions. A separate FB60 Direct Invoice must be processed as a Y-Voucher for the remaining unpaid FYXX transactions. The remaining portion of the June/July 20XX billing invoice attributed to FYXX (July 1- July 15 20XX) should be posted as regular FYXX activity.

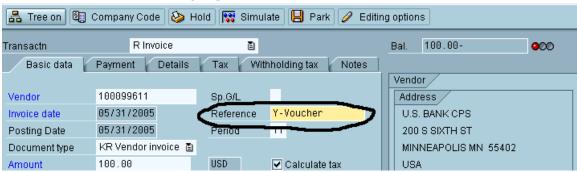
The FB60 Direct Invoice must be processed using vendor number 100099611 U.S. Bank CPS and the Partner Bank field for your agency MUST be completed as shown.



Enter Vendor Invoice: Company Code ARK

Use the drop-down menu to select your agency's specific bank transaction code.

If the FB60 Direct Invoice is to be processed as a Y-Voucher, you must enter a Y as the first character in the Reference field as shown:



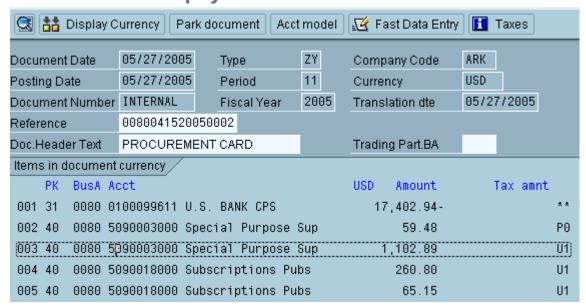
Enter Vendor Invoice: Company Code ARK

You may want to pick up the warrant instead of mailing it so you can write the agency managing account number on the face of the check. This will ensure your agency will receive proper credit for payment of the check. Otherwise US Bank may credit another Arkansas account with your agency's payment. If you mail the warrant, use the address on the US Bank statement (AASIS vendor 100113150) and not the one for vendor 100099611 in AASIS.

#### P-Card Monthly Billing Parked Document:

To process the June/July 20XX billing invoice from US Bank, it must first be reduced to reflect only the July 20XX portion of the payments. To reduce the US Bank invoice for amounts already paid for the FYXX items needing to be paid separately as a Y-Voucher, you must "Zero out" the line items to be excluded and adjust the vendor line amount total accordingly.

### Post Document: Display Overview



Double click on the line to be excluded.



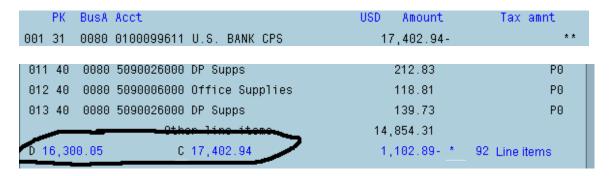
Zero out the amount field. Hit enter.

① Amount is zero - line item will be deleted

Enter through the caution message.

Return to the Overview screen and repeat the process for each line to be excluded.

Once all the appropriate lines are excluded, the user will have to adjust the vendor payable line C amount to equal the expense line D amount.



Remember to keep track of the items deleted that need to be paid using the Y-Voucher process.